

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #870610-01

SCHEDULE #: 91-0005

EFFECTIVE DATE: 02/02/91

Agency Code: 0422
Agency: Executive Department
Creating Office: Office of Fair Employment Practices

Series
Title/Dates: "Investigative Case Files," 1978 and continuing.

Access: Confidential (OCGA 45-19-43(g), 45-19-44(a)(1))
Class: Individual

Related To: Investigation and resolution of complaints filed by individuals alleging unlawful discriminatory employment practices based on color, religion, national origin, sex, handicap, or age by any department, board, bureau, commission, authority, or other agency of the state.

Media: Paper

Retention
Requirements: Statute of limitations: two (2) years (OCGA 9-3-33)
Administrative: five (5) years

Disposition
Instructions: When case is closed, place in inactive file;
Cut off inactive file at end of calendar year;
Hold in current files area three (3) years,
Transfer to State Records Center;
Hold two (2) years;
Then select at random three (3) case files (two (2) regular files, one (1) special master files),
Transfer the three (3) files to the Archives for continuing retention;
Destroy the remaining files.

This record retention plan gives the state records committee approved retention instructions for the named records series by the named creating office.

Edward Weldon
Edward Weldon
Secretary of State Designee

6 Feb. 1991
Date